

**Harrington Park Recreation Committee  
Minutes  
Wednesday, February 28, 2018**

**1. CALL MEETING TO ORDER**

**Chairman's Announcement - Charles called the meeting at 8:07PM**

In compliance with Chapter 231, Public Law 1975, adequate notice of the scheduled meeting was made. It is posted on the bulletin board in the Municipal Center. Copies have been mailed to the BERGEN RECORD, SUBURBANITE, and THE NORTHERN VALLEY PRESS. A copy has been filed with the Borough Clerk, and copies have been mailed to individuals requesting the same.

**2. ROLL CALL**

<b>COMMISSION Member</b>	<b>PRESENT</b>	<b>ABSENT</b>
Paul Baly (Vice Chairman)		X
Nicole Benasillo		X
Lynne Cappelmann	X	
Charles DeGruccio (Chairman)	X	
Megan Dippolito	X	
Thomas Gleason	X	

**3. ADMINISTRATION OF OATH OF OFFICE**

Patrick (Kelly) Kramer was sworn in. The members welcomed him to the Recreation Commission.

**4. ROLL CALL**

<b>COMMISSION Members 2018</b>	<b>PRESENT</b>	<b>ABSENT</b>
Paul Baly (Vice Chairman)		X
Nicole Benasillo		X
Lynne Cappelmann	X	
Charles DeGruccio (Chairman)	X	
Megan Dippolito	X	
Thomas Gleason	X	
Patrick (Kelly) Kramer	X	

**5. ITEMS FROM THE PUBLIC**

No public attended the meeting. The Recreation Commission wanted to discuss field scheduling with the Sports Commissioners. Mike Rutigliano provided Charles with some details to review.

There are a lot of requests for Upper Highland on Sunday:

Michael Berg – men's softball team (Sunday 9AM) 5-7 games between April 1- Aug 15

Chris Apostle – Vipers and Renegades Girls travel softball teams (Sunday 10AM)

# Harrington Park Recreation Committee

## Minutes

**Wednesday, February 28, 2018**

There is no issue for Sunday morning games.

Mike Rutigliano – Knights, 4-town designated travel program 5 home games in April-May. Knights have been able to use any of the 4 towns for practice. Old Tappan who is part of the 4-town travel team has the only other 50/70 field and is charging the Knights to use the field.

Rob Debrino – Private club team, 5 home games in April-May, 1 day each week for a 2-hour practice.

The conflict is the Knights and Debrino may have 2-3 same day games. Recreation suggests that the games could be scheduled for 1PM and another at 4PM. In the past, game conflicts have been worked out between the groups without issue. Charles would like to approve the field request for Debrino. The coaches should be able to work out the scheduling, exchange contact information with Charles involved. Mike texted back to Lynne saying that the Knights have no issue sharing the field with Debrino, but Debrino will have to work with the Knights for scheduling purposes.

The school and lacrosse (Lance Symons) are using Pondside Field. Mike Rutigliano suggested that Recreation reach out to A League of Our Own since the field is available.

**TO DO: Charles will write an email to all groups to co-ordinate fields between baseball, softball, soccer and lacrosse and contact the field requesters to confirm specifics.**

## **6. REORGANIZATION**

Finance – Tom

Field requests - Charles

School coordination (gym and field requests/scheduling, tracking for billing) – Lynne

Sports coordination - Paul

Town programs

- Fishing Derby – Paul, Kelly, Megan, Tom
- Town Day – Lynne, Kelly, Megan, Nicole
- Ragamuffin (co-ordinate volunteers, purchases, setup)– Lynne, Megan, Charles, Kelly

Park and Recreation Maintenance – Charles, Kelly, Tom

Tennis (encourage tennis, maintenance, badges, etc.) – Kelly, Paul

## **7. ADMINISTRATIVE ITEMS**

### **a. Approval of Minutes (January 17, 2018)**

**To approve January 2018 Minutes.**

**Motion:** Tom

**Second:** Lynne

**Vote:** All in Favor. Kelly would abstain because he did not attend the meeting and did not listen to the recording.

## **8. UPDATES**

# Harrington Park Recreation Committee

## Minutes

**Wednesday, February 28, 2018**

### **a. Finance and Budget**

#### **i. Sports Fees for Field Maintenance**

Lance Symons, lacrosse commissioner, attended the sports co-ordination meeting. Paul and Charles informed him that Recreation will re-impose the field maintenance fees. Lance was open to the fee. Carolyn asked if basketball was also part of this. Tom wasn't sure if this was consistent each year. The amounts have not been determined. The next meeting will determine the amount and they will be invited to the meeting.

**TO DO:** Charles will email Chris Apostle (Softball), Robert Jaeger(Soccer) and Mangano/Muegeo (?) to let them know to expect an invoice will be sent this year.

### **b. Field Requests**

#### **i) Junior Woman's Club – Easter Egg Hunt (March 24, rain date March 25) Highland Field**

The field request form was completed and the COI was provided. There is no conflict with the field use. The Junior Woman's Club was informed that the bathrooms would not be opened in March.

**To approve the Junior Woman's Club Easter Egg Hunt on March 24<sup>th</sup> and a rain date March 25.**

Motion: Tom

Second: Lynne

Vote: All in Favor

**TO DO:** Carolyn will notify Jr. Woman's Club of the approval.

#### **ii) Community Church – April 1, 2018 (Sunrise Service- Pondside)**

The field request and COI were provided. There is no conflict with field usage.

**To approve the Sunrise Service at Pondside on April 1<sup>st</sup>.**

Motion: Tom

Second: Lynne

Vote: All in Favor

**TO DO:** Carolyn will notify the Community Church of the approval.

#### **iii) Debrino Baseball – Rob Debrino**

The field request form was completed and the COI was provided. Times will need to be coordinated with Mike Rutigliano.

**To approve Debrino Baseball field request for Highland Field during spring, summer, and fall seasons.**

Motion: Tom

Second: Lynne

Vote: All in Favor

**TO DO:** Charles will notify Rob Debrino of the approval and invoice for half of the field usage.

#### **iv) The Slugs - Mike Berg**

The field request form was completed and the COI was provided. Times will need to be coordinated with Mike Rutigliano.

# Harrington Park Recreation Committee

## Minutes

**Wednesday, February 28, 2018**

**To approve The Slugs Baseball field request for Highland Field during spring, summer, and fall seasons.**

Motion: Tom

Second: Lynne

Vote: All in Favor

**TO DO: Charles will notify Mike Berg of the approval and invoice for half of the field usage.**

**v) NVSC – Robert Jaeger**

The field request form was completed and the COI was provided. No weekends, Upper Highland on Fridays until 6pm. No specifics on dates or times. They will be off the field by 5PM. Times will need to be coordinated with Mike Rutigliano.

**To approve the NVSC field request for Highland Field during the spring season.**

Motion: Tom

Second: Lynne

Vote: All in Favor

**TO DO: Charles will notify NVSC (Robert Jaeger) of the approval.**

**vi) Speed Soccer Spring Camp- April 9-13 (Highland Field)**

The contract was signed and the COI was provided.

**To approve the Speed Soccer Spring Camp contract.**

Motion: Tom

Second: Lynne

Vote: All in Favor

**TO DO: Carolyn will notify Speed Soccer (Jessica Torrie) of the approval.**

**c. School Coordination**

**i. Spring Sports**

Basketball and soccer are wrapping up.

**ii. APR – stolen equipment**

The cordless microphone was taken from the APR in February on a Sunday. It costs about \$223 to replace. Knobs were taken off the equipment and cable was bent, but Tom Scarelli was not too concerned about that. Recreation was not clear if the equipment belongs to the school or to Tom. The Borough's deductible is \$2,000 and the finance department would like to ask the Basketball and Volleyball clubs who were in the APR that day to cover the cost of replacement. Lynne mentioned that the Men's Basketball club had offered to pay half the cost when the incident happened.

**TO DO: Lynne will contact both Basketball and Volleyball to determine if they are willing to replace the microphone.**

**iii. Badminton Club**

Carolyn asked what days and times the APR would be available for a badminton club. This would be a Recreation sponsored program. Carolyn had asked about insurance coverage and Brian Eifert indicated they would be able to add the program to the list.

# Harrington Park Recreation Committee

## Minutes

**Wednesday, February 28, 2018**

**TO DO:** Carolyn will confirm with Brian about insurance and ask Ann Bistriz if Mayor and Council need to approve. Carolyn will ask KJ about purchasing equipment and fees.

The club would run only for 4 weeks to see if there is an interest. To cover the cost of the gym rental (\$20/hr for 2 hrs – total of \$160 for 4 days), the fee would be \$40/family and \$20/individual for the 4 weeks. Two courts could be set up, with a maximum of 3 courts. The APR does not have the equipment needed for the nets. Carolyn has 2 nets. The cost to purchase a stand is about \$100. To reduce costs, Tom has offered to help build stands for the 2 courts. The participants would need to bring their own racquets, but the birds will be supplied. Children must have a guardian present. The funds would be processed through Rec Trust. If there is interest to continue, Recreation will need to purchase additional birds if the club is continued.

**TO DO:** Lynne will contact the school about the request for dates and times.

### **d. Sports Coordination**

Discussion listed above in section 8.a.i.

### **e. Town Programs**

- i. **Fishing Derby** (June 17, noon-2pm)
- ii. **Town Day** (Sept.8, noon-4pm, Raindate Sept.9, 1-4pm)
- iii. **Ragamuffin Parade** (Oct. 27, 10am, Rainlocation APR)

### **f. Park & Playground Maintenance**

#### **i. Field Maintenance**

Joon mentioned that KJ had approved the extension of the contract. The landscapers should have been notified because the season will start soon. The contractor will indicate that they worked on the infield and the Recreation member will need to verify if the fields were sufficiently maintained. Charles referred to a detailed email that Brian had sent about field maintenance. The contractors scarify the fields, cut the grass, rebuild the mounds, etc. The coaches paint the lines.

**TO DO:** Charles will email KJ about the invoices for the field maintenance contract and confirm that the contract has been extended.

#### **ii. Pondside (Charles)**

Mike Rutigliano said that the sprinkler needs repair and the pitching mound needs to be rebuilt.

**TO DO:** Lynne will ask Mike about the sprinkler problem.

#### **iii. Highland (Lynne/Kelly)**

#### **iv. George street (Paul)**

##### **Accessible Swing Seat replacement (Carolyn)**

The accessible swing was delivered. Mark Kiernan said that he would install it when he gets a chance.

#### **v. School (Carolyn)**

#### **vi. Beechwood (Nicole)**

#### **vii. Don Horsey (Tom)**

# Harrington Park Recreation Committee

## Minutes

Wednesday, February 28, 2018

viii. Columbus (Megan)

g. Tennis

i. TGA

Kevin Rooney reached out to Paul to see if the following dates could be scheduled for the TGA tennis programs for 2018:

***Spring Tennis Enrichment***

Fridays: 4/20, 4/27, 5/4, 5/11, 5/18, 6/1

Grades K-1: 4:00pm-5:00pm

Grades 2-4: 5:00pm-6:00pm

Grades 5-8: 6:00pm-7:00pm

\$10 per Registered Child Paid to Harrington Park

***Summer Tennis Enrichment***

Tuesdays and Thursdays: 7/10, 7/12, 7/17, 7/19, 7/24, 7/26

Grades K-1: 5:00pm-6:00pm

Grades 2-4: 6:00pm-7:00pm

Grades 5-8: 7:00pm-8:00pm

\$10 per Registered Child Paid to Harrington Park

***Summer Tennis Camp***

June 18-21 (Friday, June 22 is the Rain Date)...**BASED ON LAST OF SCHOOL FOR HP BEING JUNE 15**

August 13-16 (Friday, August 17 is the Rain Date)

9:00am-12:00pm

\$10 per Registered Child Paid to Harrington Park

***Fall Tennis Enrichment***

Fridays: 9/14, 9/21, 9/28, 10/5, 10/12, 10/19

Grades K-3: 4:00pm-5:00pm

Grades 4-8: 5:00pm-6:00pm

\$10 per Registered Child Paid to Harrington Park

The Recreation Commission didn't see any conflicts with these dates. Tom wanted to know how many courts TGA uses. Carolyn noted that TGA must complete a field request form and provide a COI before the tennis courts can be used. Carolyn mentioned that for the past 2 years TGA did not like the idea that the students enrolled must have a Harrington Park tennis badge and didn't feel that they should require one for lessons even though the Recreation Commission requested it. Recreation Commission would like TGA to remind the students to purchase a badge on the first day. There was a suggestion that there would be someone collecting money for badges on the first day of lessons. This would make it more convenient for the students so that they wouldn't have to go to Borough Hall during business hours. The Recreation member will have forms and badges at the tennis court. The Recreation Commission wasn't sure how much the lessons cost.

**TO DO: Carolyn will ask Paul will reply to TGA and determine how many courts are used.**

# Harrington Park Recreation Committee

## Minutes

**Wednesday, February 28, 2018**

**ii. Tennis Badges**

Kelly volunteered to look for tennis badges. Since Tennis season is quickly approaching, the badges should be ordered soon. Charge for the badge is \$25 for a family. If the person is from out of town, they should also purchase a badge.

**TO DO: Carolyn will put the ad about tennis badges in the newsletter.**

**TO DO: Kelly will research tennis badges.**

**iii. Tennis Instructor Fee**

Discussion is continuing if the variance to the ordinance should be lowered for the tennis instructor fee (\$500 for the year). There are two scenarios:

1. A private instructor teaches a student requested by a parent.
2. A private instructor teaches multiple kids and uses HP courts.

The fee that TGA pays for court usage is lower than the annual \$500 fee. Since the tennis court usage is low compared to the past, the demand is low and courts are usually available. If the instructors would require an instructor badge, they would also require a COI. The \$500 seems a lot for a high school aged instructor.

Other options included that any person using the courts would require tennis badges at a minimum. The ordinance is an issue since instructors require a \$500 fee.

**iv. Tennis Signage**

**v. Tennis Association – January 2018**

The tennis association meeting was not held in January. There are 3 residents who are interested in joining the tennis association.

**TO DO: Carolyn will invite the residents interested in building/joining the association to the March 21 Recreation Commission meeting.**

## **9. PROJECTS**

Highland Field Pavilion – County 50/50 Grant with donations (Joon)

Joon talked to KJ about this project and Recreation can move forward with planning. Greg Polyniak, Neglia, indicated that Recreation could apply for the County Open Space Grant. The Green Acres funding (State level) would be more difficult because the borough would be required to update it's Recreation and Open Space Inventory that requires a separate submission to the NJDEP. Joon asked if Recreation could reach out to Sports Boosters, sports commissioners or Junior Woman's Club or suggest any other group that would support and donate to the project. Another source could be Allegro and the Penny Tax account. The Penny Tax is usually used for recreation fields and playgrounds, but has been used to purchase a fire truck, rebuild a wall etc. The Town Council would need to approve request for the funds.

**TO DO: Megan will reach out to the Sports Boosters (Charles Sommers).**

## **10. OTHER ITEMS**

**a. Town Walk Through – March 2018**

# **Harrington Park Recreation Committee Minutes**

**Wednesday, February 28, 2018**

The town walk through is scheduled for Sunday, March 18 at 1pm, starting at Highland Field.

**b. Recreation Commission Handbook – update with Field Maintenance, Ragamuffin Parade, and Town Day**

Carolyn has updated the handbook with information for Town Day (contacts, donation letters, etc.) and Ragamuffin. The Field Maintenance section has not been updated.

**TO DO: Charles will forward the email to Carolyn that Brian provided.**

## **11. NEXT MEETING**

Next regularly scheduled meeting is Wednesday, March 21, 2018 at 8:00PM.

**Meeting adjourned at 9:30PM.**